

# Southern Dance Theatre Fall Registration Form 2017-2018

1203 Knuth Rd, Boynton Beach, FL 33436

Registration Date \_\_\_\_\_

New Student? (Circle One) YES / NO

Referred By \_\_\_\_\_

(Please Print Clearly)

**Billing Name** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Parent 1 \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Parent 2 \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contacts

\_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

## Student(s) Information

# of Students Registering? \_\_\_\_\_

**Student 1 Name** \_\_\_\_\_ Male/Female Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

Medical Info (Allergies/Medication/Condition) \_\_\_\_\_

**Student 2 Name** \_\_\_\_\_ Male/Female Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

Medical Info (Allergies/Medication/Condition) \_\_\_\_\_

**Student 3 Name** \_\_\_\_\_ Male/Female Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

Medical Info (Allergies/Medication/Condition) \_\_\_\_\_

Student(s) Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Family Dr. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

VR \_\_\_\_\_ QB \_\_\_\_\_ DW \_\_\_\_\_

Revised 7/5/2017

(Please Print Clearly)

Office Use Only

Student 1 Name \_\_\_\_\_

Name of Classes

_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____

Total Weekly Hours \_\_\_\_\_

Student 2 Name \_\_\_\_\_

Name of Classes

_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____

Total Weekly Hours \_\_\_\_\_

Student 3 Name \_\_\_\_\_

Name of Classes

_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____
_____	Day_____	Time_____	Hours_____

Total Weekly Hours \_\_\_\_\_

Family Total Weekly Hours \_\_\_\_\_

1 Annual Payment \_\_\_\_\_

Total Weekly Hours \_\_\_\_\_

Total Annual Tuition \_\_\_\_\_

Free Registration

Leotard \_\_\_\_\_

Total at Registration \_\_\_\_\_

Staff Initials \_\_\_\_\_

E-Check \_\_\_\_\_

Total Weekly Hours \_\_\_\_\_

Total Annual Tuition \_\_\_\_\_

# of Installments \_\_\_\_\_

of \$ \_\_\_\_\_

Registration Fee \_\_\_\_\_

Leotard \_\_\_\_\_

Total at Registration \_\_\_\_\_

Staff Initials \_\_\_\_\_

Credit/Debit Card (+ 4% Fee) \_\_\_\_\_

Total Weekly Hours \_\_\_\_\_

Total Annual Tuition (w/ 4%) \_\_\_\_\_

# of Installments \_\_\_\_\_

of \$ \_\_\_\_\_

Registration Fee \_\_\_\_\_

4% \_\_\_\_\_

Leotard \_\_\_\_\_

4% \_\_\_\_\_

Total at Registration \_\_\_\_\_

Staff Initials \_\_\_\_\_

Check # \_\_\_\_\_ Check \_\_\_\_\_ Receipt# \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

VR \_\_\_\_\_ QB \_\_\_\_\_ DW \_\_\_\_\_

Revised 7/5/17

## **Southern Dance Theatre**

Class levels: Students are placed in classes according to instructors recommendations based on Southern Dance Theatre's required curriculum and class criteria for each level. Please be aware that a student's individual schedule and raw talent can create an exception to the requirements and is decided SOLELY at the teacher's discretion.

### **Southern Dance Theatre will not be responsible for the following**

1. Students unaccompanied by a guardian more than 15 minutes prior to or following class – Students are expected to be picked up promptly.
2. Students who leave the interior premises of Southern Dance Theatre
3. Loss or damage of personal property

**Note: Students that are 15 minutes late to class will be asked to observe or schedule a make- up class with their instructor.**

**Class Drop/Add Procedures** – Student(s) must have a completed drop/add turned in to the office by the 25<sup>th</sup> of the month; this will avoid being billed current installment the following month. Students that drop/add a class prior to June will be billed a new annual tuition at a revised contract rate to reflect the new annual hours taken. All tuition adjustments or balances will be divided in to equal payments through June, beginning with the next billing cycle. Previous and current payments as well as classes missed are non refundable.

**Costume Deposits** - Costume deposits are due before November 30<sup>th</sup> and can be divided into 3 payments due – Sept 30<sup>th</sup>, Oct 30<sup>th</sup>, and Nov 30<sup>th</sup>. Deposits made after November 30<sup>th</sup> will incur a 20% late fee per costume. Costume Deposits are non refundable. Dancers will be billed for recital tights in April. **Please note a different color tap or jazz shoe may be required for recital. Shoe color for recital will be determined by January. Recital is optional and requires students to be at all required rehearsals and their assigned show.**

**Make Up Classes** - In the event that a student is absent from class, he or she must arrange to make up the class with their instructor. This courtesy is available to students August – February. Students are encouraged to make up all classes. Classes are non refundable.

**Injury Absences** - Injuries causing student absences from class more than 6 weeks will result in an adjustment of the student's tuition. New adjusted tuition payment will begin the next month. Tuition payments will continue during this time.

**Dress Code** - Students will adhere to the dress code for each dance discipline. **New this year, Level Light Blue-Black Ballet will wear camisole leotard and style as specified by Southern Dance Theatre.**

**Code of Ethics** - Southern Dance Theatre reserves the right to dismiss any student or parent whose attitude, behavior, or payment record is found to be unsatisfactory.

Initials **I've read the above and agree.**

### **Absentee Policy**

Southern Dance Theatre takes great pride in the education and artistic achievement of our students. Our school's dance curriculum progresses dancers through a syllabus according to age and skill level. Therefore, a great deal of attention is given to class criteria and the personal placement of each student. Attendance is important for students to master skills taught in class. Our curriculum is designed to instruct students within their level according to standards set by each of the dance departments. When students consistently miss class, their ability to maintain their level is jeopardized. The following are the number of absences allowed before student is placed on probation. There is a possibility of the student being placed in a lower level class. Attendance is kept by the teacher and is reviewed every 6 weeks. A letter will be sent to the parent if a student is placed on probation. Students with poor attendance will not be promoted to the next level of dance.

Attendance Policy per 6 Weeks – No more than 1 absence per class  
A courtesy phone call should be given to teachers so they are aware of the absence.  
Make up classes can be taken to offset any absences with the exception of recital classes beginning in March.

Initials **I've read the above and agree.**

### **Discipline Procedures for Inappropriate Behavior in Class**

1. Verbal Reprimand
2. Student is spoken to and asked to sit down. Parents are notified.
3. If student is spoken to again, they are removed from class and sent home.
4. Continued inappropriate behavior will result in dismissal from Southern Dance Theatre.

Initials **I've read the above and agree.**

**Registration & Tuition Payment**

**Registration Fee**

If registered before August 11, 2017 - \$30.00 per student or \$45.00 per family  
After August 11, 2017 -September 30, 2017 - \$35.00 per student or \$50.00 family  
October through year end \$40.00 per student or \$55.00 per family

**Returned/Declined Payment**

**Returned E-Check** - A \$25.00 bank fee is charged by Southern Dance Theatre. All returned installments and bank fees will be charged to credit card on file with a 4% processing fee. If credit card is declined, installment and bank fee is due in full by the 10<sup>th</sup> of the month. CASH ONLY. After the 15<sup>th</sup> of the month, if returned installment and bank fee is not paid in full, then student(s) will not be permitted to take class.

**Declined Credit/Debit Card** - All returned installments will be charged to the second credit card on file. If credit card is declined, installment is due in full by the 10<sup>th</sup> of the month. CASH ONLY. After the 15<sup>th</sup> of the month, if returned installment is not paid in full, then student(s) will not be permitted to take class.

\* Three (3) Returned/Declined tuition payments will result in full payment of annual tuition balance. Payment will have to be paid in cash or cashier's check.

**Dropped Student(s) Account Balance**

After 30 days, past due balances will be collected via E-Check or Credit Card on file without further notice from the office staff.

**Tuition**

Annual tuition is for the entire academic year, from start thru June. Annual tuition is divided into equal monthly installments from the time of registration thru recital in June. All Auto Draft Accounts must have a Credit Card on File (no debit cards) regardless of payment option chosen. In the event we can't collect your E-Check or Debit Card draft, your credit card will be charged for your tuition.

In choosing bank draft or credit card payment, I authorize Southern Dance Theatre to process an electronic debit from my bank account or credit card on the first of each month, beginning with my 2nd installment. The final installment will be charged to my account on June 1. I understand that if I wish to discontinue this method of payment, I must notify the office by the 25th of the month with the new payment authorization. Failure to notify will result in charges being drafted from my current payment method until otherwise notified.

**Payment Methods**

**1. Annual Tuition** – Must be paid in full at the time of registration. You may pay in check or cash. The registration fee is waived in August and September if paying annually.

**2. E-Check Tuition** – Installment payment will be drafted by Southern Dance Theatre on the 1<sup>st</sup> of each month from your bank account through June. Initial 1<sup>st</sup> installment and registration fee are to be paid in full at time of registration. You are also required to have a credit card (no debit card) on file. In the event your E-Check is returned, your installment will be billed to your credit card on file including a bank fee of \$25.00 and a 4% processing fee.

**3. Credit/Debit Card Payment-** (Visa, Mastercard) The tuition is drafted the first of each month. Payment begins the month after registration. A 4% processing fee is applied to all credit/debit card transactions. Declined credit/debit card installments will be charged to the second credit card on file.

Initials I've read the above and agree.

**Southern Dance Theatre Student Handbook**

Initials I have received, read, and agree to the Southern Dance Theatre Student Handbook

**Media Acknowledge Release**

I acknowledge that my child's images may be published in print, video, and digital media by Southern Dance Theatre for a variety of purposes and that these images may be used without further notifying me.

Initials I've read the above and agree.

**Release and Liability Waiver**

Initials I have read, signed, and received a copy of the release and liability waiver.

## Recurring E-Check Transactions Authorization

(Please Print Clearly)

**Customer Name** \_\_\_\_\_ **Student Name** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Driver's License # \_\_\_\_\_

### Banking Information

**Bank Account Type:** Checking \_\_\_\_\_ Savings \_\_\_\_\_ Business Checking \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number \_\_\_\_\_

**A returned e-check will result in a \$25.00 bank fee invoiced to your account.**

**Three (3) Returned/Declined tuition payments will result in full payment of annual tuition balance. Payment will have to be paid in cash or cashier's check.**

I authorize Southern Dance Theatre to process an electronic debit from my bank account on the first of each month, beginning with my 2<sup>nd</sup> installment. The final installment will be charged to my account on June 1, 2018. I understand that if I wish to discontinue this method of payment, I must notify the office by the 25<sup>th</sup> of the month with the new payment authorization. Failure to notify will result in continuation of processing my current E-Check tuition.

***E-Check customer will be required to have a credit card (no debit cards) on file with Southern Dance Theatre. In the event E-Check payment is returned, the tuition will be billed to your credit card with a 4% processing fee. I understand that if I wish to change this credit card on file, I must notify Southern Dance Theatre by the 25<sup>th</sup> of the month with a new credit card.***

***It is the customer's responsibility to make sure the credit/debit card information is current and updated at all times.***

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ / \_\_\_\_\_ 3 Digit Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Monthly Installment** \$ \_\_\_\_\_

**Billing Begins:** \_\_\_\_\_ **Final Billing – 06/01/2018**

\_\_\_\_\_  
**Initials** I've read the above and agree.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Recurring Credit/Debit Card Transaction Authorization

(Please Print Clearly)

Customer Name \_\_\_\_\_ Student Name \_\_\_\_\_

Mastercard / Visa (Circle One)

Is this a Debit Card? \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ / \_\_\_\_\_ 3 Digit Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I authorize Southern Dance Theatre to process an electronic debit from my credit/debit card, with a 4% processing fee, on the 1<sup>st</sup> of each month, beginning with my 2<sup>nd</sup> installment. The final installment will be charged to my credit/debit card on June 1, 2018. I understand that if I wish to discontinue this method of payment, I must notify the office by the 25th of the month with the new payment authorization. Failure to notify will result in continuation of processing my current credit/debit card tuition.

***It is the customer's responsibility to make sure the credit/debit card information is current and updated at all times.***

***Debit Card customers will be required to have a second credit card (no debit cards) on file with Southern Dance Theatre. In the event that tuition is declined, the payment will be billed to your second credit card.***

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ / \_\_\_\_\_ 3 Digit Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Installment (with 4%) \$ \_\_\_\_\_

Billing Begins: \_\_\_\_\_ Final Billing – 06/01/2018

\_\_\_\_\_  
Initials I've read the above and agree.

Signature \_\_\_\_\_ Date \_\_\_\_\_